

Training


Quick Reference Card - So that's how! Great Outlook Calendar features to make time work for you

Make time work for you


Show the calendar in Microsoft
Office Outlook 2003

In the Navigation Pane, click the **Calendar** button.

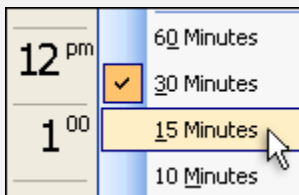
Open the calendar in its own
window

1. Right-click the **Calendar** button in the Navigation Pane, and then click **Open in New Window**.
2. You can switch between open windows by pressing ALT+TAB.
3. Click **Close**  to close the separate Calendar window.

Expand the weekend

1. If you're not already looking at the calendar, click **Calendar** in the Navigation Pane.
2. Click  **Month** to switch to Month view.
3. Right-click inside a day of the month and click **Other Settings**. (Be careful not to click inside an *appointment* or you'll get a different set of menu items.)
4. In the **Format Day/Week/Month View** dialog box, clear the **Compress weekend days** check box.
5. Click **OK**.

Change the time scale



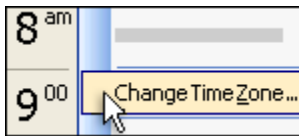
1. Click  **Day** to switch to Day view.


Notice the number of lines between the hour markers noting the time of day. By default, there will be two lines indicating 30-minute increments.

2. Right-click the area where you see the time of day, and then select the time increment that works best for you.

Tip You can also change the time increments from the **Format Day/Week/Month View** dialog box. You get to this dialog box by right-clicking a day and then clicking **Other Settings**. You'll see a **Time scale** box under **Day**.

Work with time zones



1. If you're not already in Day view, click  **Day** to switch to it.
2. Right-click the area of the calendar where the time of day is displayed, and then click **Change Time Zone**.
3. Under **Current Time Zone**, in the **Label** box, type a label to help you keep track of which time zone is which.
4. Select the **Show an additional time zone** check box; in the **Label** box, type a label for the additional time zone; in the **Time zone** list, select the desired time zone.

If you want to swap time zones, click the **Swap Time Zones** button.

5. Click **OK**.

Customize your work week

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **Calendar**, click **Calendar Options**.
3. In the **Calendar Options** dialog box, select the check boxes for the desired working days and set the appropriate times in the **Start time** and **End time** boxes.
4. You can also update the Date Navigator to reflect a different day for the start of the work week. To do this, change **First day of week** to the desired day.
5. Click **OK** twice.

Start in your calendar

When you start Microsoft Outlook, you can have it open the calendar by default.

1. On the **Tools** menu, click **Options**, and then click the **Other** tab.
2. Under **General**, click **Advanced Options**.
3. Next to **Startup in this folder**, click **Browse**.
4. In the **Select Folder** dialog box, select **Calendar**, and then click **OK** three times to accept the change and close the open dialog boxes.


Find a date fast

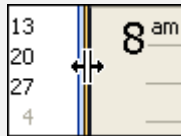
Show the Date Navigator on the right

1. If you're not already looking at the Outlook Calendar, click **Calendar** in the **Navigation Pane**.

2. On the **View** menu, click **TaskPad**.
3. If you want to hide the Navigation Pane, click **Navigation Pane** on the **View** menu.

Customize the Date Navigator

1. Click  **Day** on the **Standard** toolbar to display the calendar in Day view.
2. Rest the mouse pointer on the split bar next to the Date Navigator. When the pointer becomes a double-headed arrow, drag the pointer to the right so that you can see two columns of little calendars.

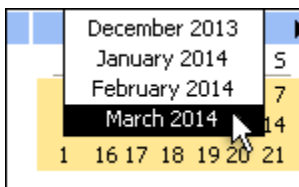


You may need to maximize the Outlook window to do this.

3. Right-click the day in the calendar in the main Outlook window, and then click **Other Settings**.
4. Under **General settings**, notice the **Bolded dates in Date Navigator represent days containing items** check box. Clear this if you don't like the bold formatting, and then click **OK**.
5. To show week numbers, click **Options**, on the **Tools** menu, and then on the **Preferences** tab, click **Calendar Options**.
6. Under **Calendar options**, select the **Show week numbers in the Date Navigator** check box.
7. Click **OK** twice.

Week numbers will be displayed to the left of each little calendar in the Date Navigator.


Get to a faraway date



Use Go to Date Right-click a day in the calendar grid (the big grid, not the little Date Navigator), and then click **Go to Date** to open the **Go To Date** dialog box (or press CTRL+G).


Use the Date Navigator Point to a month heading in the Date Navigator, press and hold down the mouse button, point to a different month in the list, and then release the mouse button.

Select nonadjacent days

1. Click  **Day** on the **Standard** toolbar.
2. Click a date in the Date Navigator to select that one day in the calendar.

3. Hold down CTRL while you click other dates in the Date Navigator.

You can show nonadjacent dates next to one another in the calendar to make it clearer which day would be the best choice for a particular appointment.

4. To return to the current date, click **Today** button on the **Standard** toolbar. To restore Day view, click  **Day** on the **Standard** toolbar.

Additional resources

To learn some basic techniques for entering items into your calendar, see [Get to know your Outlook Calendar](#).

To learn about switching between a 12-hour and a 24-hour clock, see [Switch Calendar views between 12-hour and 24-hour clock](#).

For information about how Outlook handles meetings across different time zones, see the Knowledge Base article [How Outlook handles time zones for meeting requests](#).